

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

PART I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name KANSAS DEPARTMENT OF AGRICULTURE		9. Position No. K00	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position)		
3. Division Administration		12. Proposed Class Title Systems Software Analyst		
4. Section IT		For Use By Personnel Office	13. Allocation	
5. Unit Tech Support			14. Effective Date	
6. Location (address where employee works) City: TOPEKA County: SHAWNEE			15. By	Approved
7. (Circle appropriate time) <input type="checkbox"/> Full time Permanent Inter. Part time <input type="checkbox"/> Temporary 100%			16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00 PM			17. Audit Date: By: Date: By:	

Agency Number: 046

Position Number:

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

In doing a review of current position description, duties and responsibilities, the current classification is not reflective of the position description.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Kevin Fross	Information Consultant Supervisor	K0070526

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Kevin Fross	Information Consultant Supervisor	K0070526

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Position will be required to manage and prioritize the end-users support requirements matching the critical nature of the request to the agency statutory requirements. Work assignments are made through the helpdesk management software and tracked through that system until completed. Staff member has agency guidelines to follow regarding the configuration of the systems but has vast latitude in the approach that can be taken to reach the end result.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use and action verb); to **whom or** what is the action directed (object of action): **why** is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	<p>Summary: This position will be required to develop and maintain agency web sites, enhance and expand on-line information exchanges, and provide end-user support. This position will need to be a web designer/developer with skills to assist with trouble shooting the infrastructure that it utilizes. This will include managing any e-commerce licensing, marketplace presence, marketing trademark initiatives, agency SharePoint collaboration sites, and social media applications implemented by the agency.</p>
25%	<p>Web design and integration Position will work in a collaborative team environment to translate complex business initiatives into innovative solutions. Work will be creative in design and architecture to produce complete web sites that are publicly acceptable, easy to maintain, flexible to change and provides modular expansion. Ensure functions and features are integrated smoothly throughout the sites theme as needed. Ensure agency sites are designed to comply with state and federal accessibility guidelines. Design the marketing websites for agriculture products, agriculture industries, and program specific offerings such as sensitive crops. Advance the design initiative around government-to-business websites focused around records tracking, licensing and renewal processes.</p>
25 %	<p>Web Development and implementation Position will be required to develop multiple CMS web based application websites from concept stages to live production release that are standards-compliant and cross-browser compatible. The site projects will range in size from medium to large scale (2000+ pages) requiring the utilization of multiple industry standard platforms, tools and languages to complete. Create web information sharing tools from linked databases or through web services that meet the feature requirements of the agency. Integrate 3rd party applications into sites such as ecommerce payment processor, newsletter/marketing systems, GIS mapping and on demand PDF form generation/processing. Position will need to have a complete understanding of web services and will be required to create, modify and troubleshoot them as needed. Demonstrates the experience and ability to work without technical oversight. Position is responsible for implementing on-line agricultural marketing plans that collect and deliver content and create collaborative interaction through on-line web applications.</p>
20%	<p>Maintain and enhance Test and document the integrity of the websites to ensure they are configured to deliver content in accordance to state accessibility standards and also protect from unauthorized access, data loss and other vulnerabilities. Position requires an in-depth knowledge of the hosting infrastructures to ensure all web sites and cross system/application integrations have proper configurations, patching, performance and data integrity as required. Maintain existing legacy websites, on-line web forms, Adobe fillable forms and form processes. Troubleshoot and resolve cross-browser issues as they arise.</p>
20%	<p>Support services Provide support and assistance to agency staff when application problems are reported. Ensure issues are entered and documented in the helpdesk system. Assist with the documentation of break/fix issues for the knowledge base so similar problems can be resolved in a more expedient and efficient manner. This position will be responsible for training web content managers on application functionality and assisting them with their issues and projects while helping them comply with the State web guidelines and standards. Research and stay abreast of new technologies and best practices in eGovernment programs, web design, and usability standards, through industry publications, conferences, and seminars. Assist as needed with coverage of walk-in and call in support issues as a member of the support team. All work requests are to be documented in a helpdesk system and processed accordingly.</p>
10%	<p>Other Duties as Assigned:</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - ☐ Plans, staffs, evaluates, and directs work of employees of a work unit.
 - ☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?
- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
 - ☐ Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - ☒ Major program failure, major property loss, or serious injury or incapacitation.
 - ☐ Loss of life, disruption of operations of a major agency.

Please give examples.

Errors could have a significant impact to the communication tools of the agency. Web tools are relied upon for government-to-citizen, government-to-business, government-to-government and internal interfaces. Impacts to e-commerce and marketing sites would have a significant financial impact and an outage of other data sharing information could cause more significant issues if the outage is at a time of a natural disaster or other emergency.

Work is typically isolated to one division, but the potential exists where errors could cause an impact to the entire agency. Daily, there is a potential to impact state-wide inspection operations and halt the ability for field staff to perform essential functions.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact daily with all levels of staff and contractors throughout the agency related to addressing their IT needs or problems.

Contact weekly or monthly with other agency staff when collaborating on projects.

Very minimal contact with the public or non-agency staff.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Position will perform under tight timelines and stress related to project development deadlines, code repair and application functionality in order for the agency to meet its operational duties. Failure to meet timelines or errors in performing tasks could impact one staff members, staff in an entire division, state-wide all agency staff and/or all citizens served by the agency from the ability to perform needed daily tasks.

This job requires a lot of keyboard operation and requires proper cautions to prevent injury.

There are periodic times where there will be a lot of lifting and movement of items over 50lb.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily: Computers, Copier, Printers, Telephone and Cellular devices

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Must meet minimum requirements as set in the class specifications.

Education or Training – Special or Professional

Must be fluent in a variety of Microsoft desktop operating systems and office productivity suites.
Advanced knowledge of Microsoft IIS
Moderate knowledge in Microsoft SharePoint, SQL Server and SQL reporting services
Ability to implement manage and support Google Analytics and GIS web integration
Must have experience using CSS, Dreamweaver, PHP, JavaScript, ASP, .NET, SQL and Java.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Need knowledge to create, support and maintain websites based off of user requirements without any previous application reference starting point (from concept to finished product and nothing as a starting reference except requirements and a vision).

Experience – Length in years and kind

3-5 years of web-site development and implementation utilizing industry standards

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date
